



## Request for Qualifications

TITLE: PROFESSIONAL SERVICES FOR VARIOUS RENOVATION/ REPAIR TO MULTIPLE COUNTY BUILDINGS

RFQ NUMBER: ASA - 2024

DATE ISSUED: DECEMBER 1, 2023

DUE DATE: DECEMBER 19, 2023

TIME: 1:00PM

LOCATION: BUNCOMBE COUNTY GENERAL SERVICES DEPT  
40 McCormick Place  
Asheville, NC 28801  
Telephone: 828.250.4233

### **REQUEST FOR QUALIFICATIONS**

Pursuant to the General Statutes of North Carolina, statements of qualification will be received for the following:

#### REPAIR & RENOVATION OF VARIOUS FACILITIES

Buncombe County is seeking candidates interested in providing professional services for the design/engineering of various small repair and renovation projects, on an as needed basis for calendar year 2024, located throughout Buncombe County. Statements of Qualification will be accepted until 1:00 p.m. on Tuesday, December 19, 2023 for the above-named item at the Buncombe County General Services Department, 40 McCormick Place, Asheville, North Carolina, 28801. Buncombe County encourages submittals from minority businesses by providing certified minorities an equal opportunity to participate in all aspects of the RFQ process. One digital copy in pdf format of said statements of qualification must be submitted in person or by email to [pam.king@buncombecounty.org](mailto:pam.king@buncombecounty.org) and [generalservices@buncombecounty.org](mailto:generalservices@buncombecounty.org).

Request for Qualifications Authorized by:

Michael Mace  
General Services Director

## A. Purpose

Buncombe County anticipates access to funds for various repair and renovation projects thorough out various County facilities during calendar year 2023 and is seeking candidates interested in providing architectural and/or engineering services for the design of these projects on an as needed basis. Design/engineering services may be contracted on an as needed basis for projects individually budgeted less than \$500,000. Professional services being solicited are for the following disciplines:

- Architectural
- Mechanical
- Electrical
- Civil
- Structural
- Fire Protection
- Interior Design
- Surveying
- Geotechnical Environmental Testing
- Roofing
- Plumbing
- Landscape Architecture
- Cost Estimating
- Interior Design
- Space Planning

## B. Project Summary

Projects examples:

- Roof Replacement on various buildings
- Window Replacements in various buildings
- Office Space renovation designs in various buildings
- Clinical Space renovation designs in various buildings
- Meeting Room / Conference Room renovation design in various buildings
- Facility Additions designs to various buildings
- Interior Renovations in various buildings
- Master Planning for various departments
- Space Planning in various buildings
- Facilities Assessments to various buildings
- Life Safety improvements in various buildings
- Security improvements in various buildings
- Surveying of land
- Project requiring civil or structural engineering
- Mechanical renovation or upgrades
- Electrical upgrades
- Retaining Wall assessments/design for repairs
- Cost Estimates
- Stormwater management system
- Space planning for office spaces

## C. Submission Requirements

- Separate submission for each discipline is required to be considered for multiple categories.

**Please included with each submittal the cover sheet to ensure which discipline your firms is applying for.** (Attached in the advertisement)

- Letter of Interest – A letter of interest must be submitted giving the qualifications of the project team, including the firm history, individual resumes, current and completed projects over the last seven years.
  - Please provide a list of four completed studies, analyses, and/or design of similar projects within the last seven years which are relevant to the scope of the project as listed above;
  - Demonstrate success with similar projects for local and state governments and educational institutions, preferably within North Carolina; and
  - Provide examples of the past experience of key members of the proposed team on the projects itemized regarding the above.
  
- Provide an organizational chart and resumes which will address the following:
  - Name the Principal in Charge, Project Manager, and other individuals to be assigned to the project, providing for each the number of years of service with the company, number of years of professional experience, and educational background inclusive of professional certifications (if a joint venture, please list the above for each firm to be involved). Please indicate the number of persons employed by (each) firm. If the firm has multiple offices, please also list the number of persons employed by each office location proposed to provide architectural services for this project.
  - For sub-consultants, inclusive of landscaping, surveying, engineering, civil engineering, or other key components, please list the names and addresses of each company, as well as the name of any individuals to be assigned to the project.
  
- Provide a list of the current workload of the firm
- Provide the office location(s) which will be handling the project.
- **Complete and include as a cover page the form attached for submittal**
- Deadline – One digital copy in pdf format of the submission must be received by the Buncombe County General Services Department by 1:00 p.m. on December 19, 2023. Emailed to [pam.king@buncombecounty.org](mailto:pam.king@buncombecounty.org) and [generalservices@buncombecounty.org](mailto:generalservices@buncombecounty.org) or received via thumb drive at General Services Department 40 McCormick Place.

#### D. Qualifications

Applicants will be evaluated in conjunction with the anticipated needs of County and information provided by the applicants as well as information obtained from references, persons, or other sources identified by the applicant or otherwise known by the County. Interviews are not anticipated, however, additional information may be requested. Buncombe County anticipates selecting several firms for the referenced work, followed by negotiations of service fees for one or multiple projects per firm.

#### E. Contact Information

Any questions about the submittal process should be directed to the contact person:

Pam King  
Business Administrator  
Buncombe County General Services Department  
40 McCormick Place  
Asheville, NC 28801  
Telephone: 828-250-4246  
E-mail: [pam.king@buncombecounty.org](mailto:pam.king@buncombecounty.org)